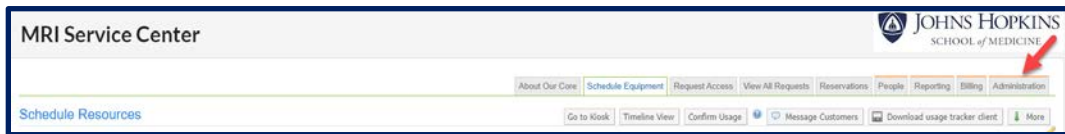


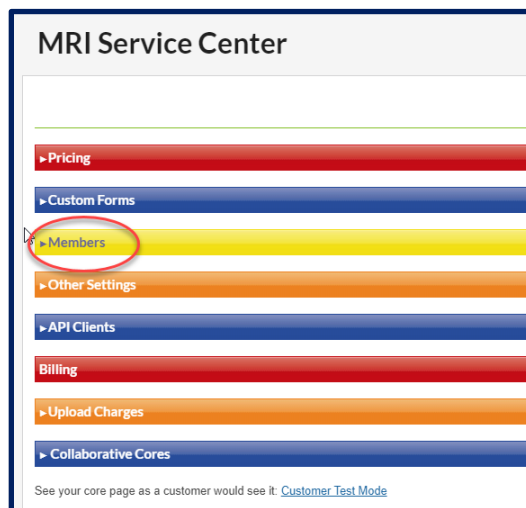
Adding a Member to a Core Facility

In order to add a member to your core facility you must have admin level access.

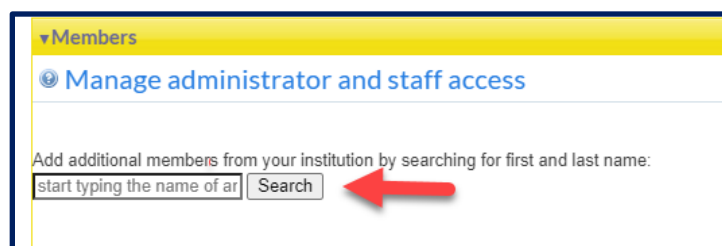
- 1) Log into iLab and select the core lab that you would like to add a member and click on the Administration tab in the upper right side of the page.



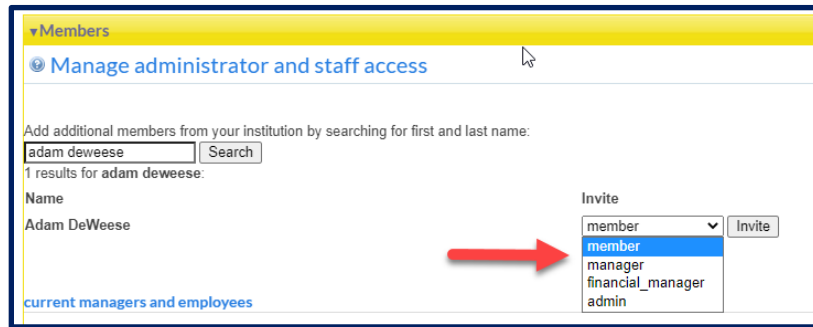
2. Once the Administration page is open, click on the yellow Members bar



3. The Manage administrator and staff access function will open. Type the name of the person you wish to add in the text box and click Search.



If the person is in the iLab program, their name will appear. Select their access level from the drop-down menu in the lower right.



The screenshot shows a web interface for managing members. At the top, there is a yellow header with the text 'Members'. Below this is a blue link 'Manage administrator and staff access'. The main content area has a search bar with the text 'Add additional members from your institution by searching for first and last name:'. The search bar contains 'adam deweese' and a 'Search' button. Below the search bar, it says '1 results for adam deweese:'. There is a table with one row: 'Name' and 'Adam DeWeese'. To the right of the table is an 'Invite' dropdown menu with the following options: 'member', 'manager', 'financial_manager', and 'admin'. A red arrow points to the 'member' option. There is also an 'Invite' button next to the dropdown menu. At the bottom left of the interface, there is a link 'current managers and employees'.

4. Click invite and you're done.